



The State of New Hampshire
NH FIRST

DRAFT

10/2/09

Management Information

Using Reporting Functions in NH FIRST



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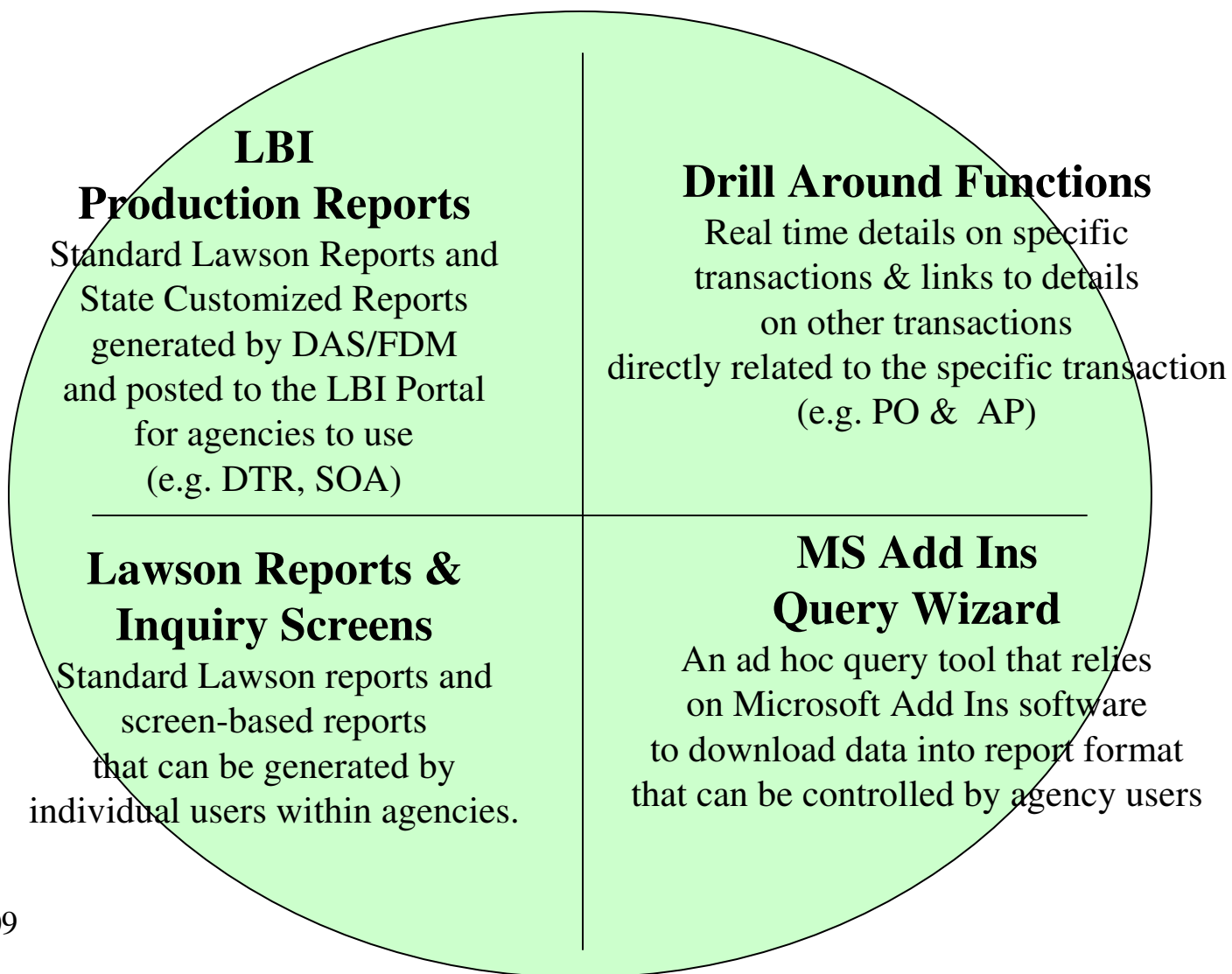
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Introduction

This document is designed to support self-guided instruction on the variety of reporting functions implemented with NH FIRST.

The fundamental actions and navigation required to execute reporting functions should be familiar to users who have already attended training on specific processes.





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Chapter 1

Using the Drill Around Feature

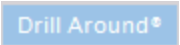


What is Drill Around?

- Tool used to access detailed information on specific transactions in a Lawson application
- Drill Around functions provide real-time information in an online format
- Don't have to wait for a report to access and analyze data



When should I use Drill Around?

Use a drill around on any field in the application where the drill around icon  is available to access information about your setup, customers, cash entry and applications, etc. You can also drill around on certain fields when viewing standard Lawson reports online (i.e. AR220) Any data in [blue](#) is available for the drill around.



What data is available via Drill Around?

Example: The supervisor of the Accounts Payable department has a question about a currently unreleased invoice. He first wants to determine who entered the invoice, or whether it was interfaced. He drills around on a field on Basic Invoice (AP20.1) and selects Invoice Origin from the Drill Around menu. From this drill around, he can see the invoice was manually entered and which operator entered it. The date, time, and voucher are also available.



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Basic Invoice (AP20.1)

>> + Add Change - Delete < Previous ? Inquire > Next | Inquire ▾

Company 10 Process Level 01000 Post Date 10/01/09
Batch Voucher 44213 Authority Code PJP

Main Misc Payment Options Prorate User Fields Intrastat

Vendor 177621 Remit To R001 PO
Invoice 603-357-7394 016 Inv Description 5/15/09-CHESHIRE PROBATE
Inv Date Drill Around* Handling Code EXP Fairpoint Communications Nne
Due Date Select Invoice Type PO Box 11021
Inv Amount Attachments 213.48 Currency USD
Pmt Terms N30
Distribution Code Account
User Analysis Buyer Code
Add Comments PO Detail PO AOC Inv AOC

Lewiston ME 04243-9472

FC	Co	Account	Analysis	Activity	Amount
10	18800313	500215			213.48 *
					A *
					*
					*
					*

Right
click in
the field,
then click
the Drill
Around
box

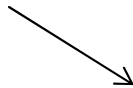


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Note the
many folder
options for
even more
information



Caution: With the
many options
available it is easy
to get into a
“circle” of drilling
into folders you
have already seen,
be careful when
expanding/collapsi
ng folders

Drill Around® -- Webpage Dialog

Close | Search | Find Next | Reset | Printable View

DRILL EXPLORER

- Invoice URL Attachment
- Invoice Detail
- Invoice Parameters
- Remit To Payment Location
- Invoice Origin
- Invoice User Fields
- Invoice Note/Report/Check Comments
- Invoice Notes
- Invoice Report Comments
- Invoice Check Comments
- + Vendor
- + Payment Schedule
- + Expense Distributions
- + AOC Distributions

Vendor: N Ne Telephone operatn LLC
Remit To Location: Fairpoint Communications Nne
Invoice: 603-357-7394 016 0 Invoice
Invoice Amount: 213.48 USD
Discount Amount: 0.00
Net Payable: 213.48
Taxable Amount: 0.00
Tax Amount: 0.00 Tax Code
Paid Amount: 0.00
Tax Adjust:
Invoice Description: 5/15/09-CHESHIRE PROBATE
Status: Unreleased
Approved: No
Payment Number: CHK UNPAID
Invoice Date: 05/15/2009 Payment Date:
Due Date: 06/14/2009 N30
Voucher: 44213
Purchase Order: 0



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Drilling on Report Information

Note: You must open the report in Text View to use the Drill Around feature

LAWSON AR242.prt (Job AR242LBADA - Step 1) Lisa you are in data area LEARNINGLAB [logout]

Back Print Create CSV File **View Options** Text AR242

AR242 Date: 09/01/09
Time: 02:32

User Name: ladams
Job Name: AR242LBADA
Step Nbr: 1

PDF - Landscape
PDF - Portrait
PDF - Condensed 158
PDF - Condensed 198
PDF - Condensed 233

Company: 10 GENERAL FUND
Process Level: 01400 ADMINISTRATIVE SERV, DEPT OF
Batch:
Operator:

AR242 Date: 09/01/09 Company: 10 GENERAL FUND USD Page: 1
Time: 02:32 Unreleased Transaction Report

Process Level: 01400 ADMINISTRATIVE SERV, DEPT OF

Batch: 100133 Batch Date: 01/28/09 Opr: mmurphy
AR Code: ARGO Receivable Account: 79990000 121201

Customer: 12346 WHITEFIELD, TOWN OF

Transaction	Tran Amount	Date	Reference Terms	PO Number	User1	Currency	Exchange Rate	AR Cd
I AR149720514	950.00	01/28/09						

ARGO

GL Co	GL Account	Distrib Amount	Units	Description	Tax
10	81600000 402009	114.00	0.00	SURPLUS HANDLING FEES	
15	30070000 500241	836.00	0.00	Snow Flow & Tow Roller 90523-2	



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Click on the data in [blue](#) to Drill Around. In this example, the batch 100133 is available for drilling, and the batch information is displayed.

LAWSON AR242.prt (Job AR242LBADA - Step 1) Lisa you are in data area LEARNINCLAB [logout]

AR242 Date: 09/01/09 Time: 02:32 JOB SUBMISSION PARAMETERS

User Name: ladams
Job Name : AR242LBADA
Step Nbr : 1

Company: 10 GENERAL FUND
Process Level: 01400 ADMINISTRATIVE SERV, DEPT OF
Batch: [100133](#)
Operator: [12346](#)

AR242 Date 09/01/09 Time 02:32 Company
Process Level: [01400](#) ADMINISTRATIVE SERV, DEPT OF
Batch: [100133](#) Batch Date: 01/28/09
AR Code: ARGO Receivable Account: 79990000

Customer: [12346](#) WHITEFIELD, TOWN OF

Transaction Tran Amount Date
I [AR149720514](#) 950.00 01/28/09

GL Co GL Account Distrib Amount Units Description Tax
10 [81600000](#) [402009](#) 114.00 0.00 SURPLUS HANDLING FEES
15 [30070000](#) [500241](#) 836.00 0.00 Snow Plow & Tow Roller 90523-2

Drill Around® -- Webpage Dialog
Close Search Find Next Reset Printable View
DRILL EXPLORER
Transaction Header
Transactions in Batch
Company, Batch: 10 100133
Operator Code: mmurphy
Process Level: 01400
Batch Date: 01/28/2009
Receivable Code: ARGO
Currency:
Count Total, Entry: 3 1
Invoice Total, Entry: 1076.00 950.00
Credit Memo Total, Entry: 0.00 0.00
Debit Memo Total, Entry: 0.00 0.00
Status: Unreleased